

INTERNAL SERVICE FUNDS

This section contains the budgets for the City's seven Internal Services Funds which are administered by various departments. These funds are used to accumulate money to ensure adequate maintenance and replacement of a variety of durable capital goods, or to provide various internal services to other departments.

The funds in this section include:

General Liability Insurance Fund	Fund 530
Workers Compensation Insurance Fund	Fund 531
Vehicle Equipment Replacement Fund	Fund 532
Office Equipment Maintenance Fund	Fund 533
Municipal Building Replacement Fund	Fund 534
Communications Replacement Fund	Fund 535
Computer Equipment Replacement Fund	Fund 537

General Liability Insurance Fund

530MS04A

This Fund provides for a centralized funding mechanism which protects the City's assets through a comprehensive Risk Management Program. The total cost of the Fund is charged to the departments through their 62220 line-item charges. The General Liability Insurance Fund is comprised of four programs: Liability Premiums, Liability Claims, Property Premiums, and Other Premiums. Liability Premiums include premiums and broker services, and Liability Claims provides claims and claims investigation. Also included in this Fund are Property Premiums, which include property appraisal fees, premiums for property, and boilers and machinery; and Other Premiums, such as volunteers, faithful performance, helicopter coverage, and DeBell Golf Course liability coverage. The Management Services Department, Risk Management Division, administers the General Liability Insurance Fund.

FUND SUMMARY

	EXPENDITURES 2009-10	BUDGET 2010-11	BUDGET 2011-12	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 5,956,311	\$ 6,002,080	\$ 6,104,456	\$ 102,376
Contributions to Other Funds	1,200,000			
TOTAL	<u>\$ 7,156,311</u>	<u>\$ 6,002,080</u>	<u>\$ 6,104,456</u>	<u>\$ 102,376</u>

	EXPENDITURES FY 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62055 Outside Legal Services	\$ 28,436	\$ 105,000	\$ 105,000	
62070 Litigation - City Attorney	83,239	50,000	50,000	
62070.1000 Litigation - Plaintiff	5,738	15,000	15,000	
62070.1001 Litigation - Civil Service	7,892	15,000	15,000	
62085 Other Professional Services	44,171	83,600	83,600	
62115 Litigation - Airport			250,000	250,000
62220 Insurance	1,058,767	1,448,628	1,448,628	
62220.1000 Accid. Death & Dismemberment	50,000	100,000	100,000	
62220.1001 Earthquake		500,000	500,000	
62220.1005 Special Events	537	3,000	3,000	
62235 Services of Other Dept - Indirect	508,725	543,922	530,721	(13,201)
62240 Services of Other Dept - Direct	247,023	627,930	493,323	(134,607)
62496 F537 Computer Equip Rental	174		184	184
62655.1000 Burbank on Parade		5,000	5,000	
62870 Uninsured Losses		5,000	5,000	
62875 Judgements - Uninsured Losses	3,921,524	2,500,000	2,500,000	
62895 Miscellaneous Expenses	85			
	<u>5,956,311</u>	<u>6,002,080</u>	<u>6,104,456</u>	<u>102,376</u>
CONTRIBUTIONS TO OTHER FUNDS				
85101.0001 Contribution to Fund 001	\$ 1,200,000			
	<u>1,200,000</u>			
PROGRAM TOTAL	<u>\$ 7,156,311</u>	<u>\$ 6,002,080</u>	<u>\$ 6,104,456</u>	<u>\$ 102,376</u>

Workers' Compensation Fund

531MS04A

This fund provides for the City's Workers' Compensation Program in an effort to help reduce costs and better serve City employees. Each department contributes to this fund through the applicable expenditure accounts. The Management Services Department, Risk Management Division, administers this fund.

FUND SUMMARY

	EXPENDITURES 2009-10	BUDGET 2010-11	BUDGET 2011-12	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 14,051,329	\$ 8,656,684	\$ 9,084,118	\$ 9,084,118
TOTAL	<u>\$ 14,051,329</u>	<u>\$ 8,656,684</u>	<u>\$ 9,084,118</u>	<u>\$ 9,084,118</u>

Administration

This program provides for the administration of the City's Workers' Compensation program. The types of costs that fall under this program include items such as AON which is the host for our IVOS software. IVOS is a claims management software that encompasses things such as medical billing and case management. This program also provides professional services such as consultant training and other administrative services. The medical services portion includes first aid which is medical attention administered immediately after a minor injury occurs.

	EXPENDITURES FY 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62085 Other Professional Services	\$ 31,458	\$ 47,267	\$ 47,267	
62125 Medical Services	10,736	20,000	20,000	
62235 Services of Other Dept - Indirect	325,618	652,236	316,171	(336,065)
62240 Services of Other Dept - Direct	594,509	671,674	683,782	12,108
62316 Software and Hardware		25,000	52,000	27,000
62496 F537 Computer Equip Rental	1,222		1,291	1,291
	<u>963,543</u>	<u>1,416,177</u>	<u>1,120,511</u>	<u>(295,666)</u>
PROGRAM TOTAL	<u>\$ 963,543</u>	<u>\$ 1,416,177</u>	<u>\$ 1,120,511</u>	<u>\$ (295,666)</u>

Workers' Compensation Fund

Re-Insurance Program

This program provides for the City's Workers' Compensation self insurance premium for protection against catastrophic Workers' Compensation claims. The City currently covers all claims up to the first two million and once that amount is exceeded, the City purchases excess Workers' Compensation coverage through a Joint Powers Authority (JPA) composed of over 800 cities, school districts, counties, and water districts. The State Self Insurance Fee is the amount the City pays to the State in order to be self insured and is calculated by the reserve totals and fees due to the Department of Safety and Health.

	EXPENDITURES FY 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62220 Insurance	\$ 171,028	\$ 207,900	\$ 150,000	\$ (57,900)
62220.1004 State Self-Insurance Fee		100,000	120,000	20,000
	<u>171,028</u>	<u>307,900</u>	<u>270,000</u>	<u>(37,900)</u>
PROGRAM TOTAL	<u>\$ 171,028</u>	<u>\$ 307,900</u>	<u>\$ 270,000</u>	<u>\$ (37,900)</u>

Claims Reserve Program

This program largely provides for Workers' Compensation claims incurred by City employees. Major expenses that this Fund includes are as follows:

- **Medical-** This portion of the Fund includes nurse case management both field and telephonic whom are assigned to claims in order to better coordinate and manage medical treatment of employees. This section also encompasses pharmaceutical needs as well as Utilization Review. Utilization Review and management functions that prospectively, retrospectively, or concurrently review and approve, modify, delay, or deny, based in whole or in part on medical necessity to cure and relieve, treatment recommendations by physicians. This also covers payments to doctors, hospitals, diagnostic testing such as MRI's and Cat Scans, mileage for visits to doctors by employees and physical therapy. Based on the last 3 years, the City spent an average of \$2,672,426.30 per year.
- **Salary Continuation-** Includes 4850 time for both Police and Fire which is up to 1 year full salary on any injury and for Miscellaneous employees up to 6 months full salary on any injury. Once that length of time is exceeded and the employee has not returned to work the injury is then considered Temporary Disability which is 2/3 of an employees salary with a maximum pay out of 986.69 per week. Temporary Disability payments can be paid up to 2 years. Based on the last 3 years, the City spent an average of \$1,243,025.30 per year.
- **Permanent Disability-** This part of the Fund includes payments of advances, pensions, and final awards. Both Temporary and Permanent Disability are stipulated by the State. Based on the last 3 years, the City spent an average of \$672,939.93 per year.
- **Legal Expenses-** This portion of the fund covers instances when claims are litigated that require an attorney. The City has a legal panel of 7 different law firms specializing in various forms of workers' compensation to assist with litigation. There are claims that are disputed by employees who seek legal action and these attorneys the City funds are hired to represent the City's interest. Based on the last 3 years, the City spent an average of \$268,240 per year.
- **Lien on Me, Inc-** This company provides medical bill review services to the City. This consists of analyzing provider billings for coding errors, duplications, fraud and re-pricing billed charges to the lesser of charges pursuant to the applicable state mandated fee schedule, in non-fee schedule states, usual and customary charges. On average, they provide a Net Savings of \$4.5 million dollars. Based on the last 3 years, they City spent an average of \$137,076.85 per year for their services.
- **Photocopying Services-** This covers all the photocopying for deposition and legal services that are needed. Based on the last 3 years, the City spent an average of \$67,253.19 per year.
- **Investigative Services-** This portion of the Fund covers all potential fraudulent claim issues and investigations on employee's former Workers' Compensation claims and work history. Based on the last 3 years, the City spent an average of \$34,498.15 per year.
- **Unemployment-** Federal legislation extended unemployment benefits, and the City has had an irregular number of terminated employees whom all receive unemployment benefits. This part of the fund pays for those unemployment fees.

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2009-10	FY 2010-11	FY 2011-12	PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62880	Work Comp Ins Claim Reserve	\$ 11,196,134	\$ 5,400,000		\$ (5,400,000)
62880.1000	Claim Payments			6,041,000	6,041,000
62885	Work Comp Stat Reim (TDISA)	1,514,510	1,442,607	1,442,607	
62890	Unemployment Insurance	206,114	90,000	210,000	120,000
		12,916,758	6,932,607	7,693,607	761,000
PROGRAM TOTAL		\$ 12,916,758	\$ 6,932,607	\$ 7,693,607	\$ 761,000

Vehicle Equipment Replacement Fund

This Fund provides for the orderly replacement and maintenance of general government vehicular equipment.

FUND SUMMARY

	EXPENDITURES FY 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	CHANGE FROM PRIOR YEAR
Staff Years	19.500	17.500	12.837	(4.663)
Salaries & Benefits	\$ 1,676,057	\$ 1,728,782	\$ 1,351,924	\$ (376,858)
Materials, Supplies, Services	6,214,966	6,452,967	6,285,750	(167,217)
Capital Outlay	1,359,534	2,127,000	1,164,000	(963,000)
Capital Improvements	277,118	60,000	90,000	30,000
TOTAL	<u>\$ 9,527,675</u>	<u>\$ 10,368,749</u>	<u>\$ 8,891,674</u>	<u>\$ (1,477,075)</u>

Fleet Program 532PW34A

The fleet program is responsible for the replacement, repair, and maintenance of all general City motorized equipment. This includes equipment ranging from chain saws up to fire engines and landfill bulldozers and everything in between. The Capital Outlay – Vehicles account reflects the cumulative dollars identified for vehicle replacement in FY 2011-12. The reduction in staff years is due to the shifting of vehicle maintenance staff who work on refuse trucks to the Refuse Collection & Disposal Fund (498).

	EXPENDITURES FY 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	CHANGE FROM PRIOR YEAR
STAFF YEARS	19.500	17.500	12.837	(4.663)
SALARIES & BENEFITS				
60001 Salaries & Wages	\$ 1,049,819	\$ 1,124,022	\$ 861,548	\$ (262,474)
60006 Overtime	13,115	7,322	7,322	
60012 Fringe Benefits	590,408	597,438	483,054	(114,384)
60015 Wellness Program	1,236			
60023 Uniform & Tool Allowance	6,331			
60031 Payroll Adjustment	15,148			
	<u>1,676,057</u>	<u>1,728,782</u>	<u>1,351,924</u>	<u>(376,858)</u>
MATERIALS, SUPPLIES, SERVICES				
62000 Utilities	\$ 106,728	\$ 60,400	\$ 124,400	\$ 64,000
62050 Planning, Survey and Design	947			
62085 Other Professional Services			22,940	22,940
62170 Private Contractual Services	61,593	140,000	140,000	
62170.19205 Garage Soil Remediation	74,301			
62220 Insurance	81,639	81,639	91,771	10,132
62225 Custodial Services	30			
62240 Services of Other Dept - Direct	21,588	23,022	24,030	1,008
62260 Services of PW Mgmt	117,687	125,775	135,851	10,076
62300 Special Departmental Supplies	53,032	10,872	10,872	
62340 Inmate Supplies	700			
62405 Uniforms & Tools	4,923	8,070	8,070	
62420 Books & Periodicals	290	324	324	
62430 Auto Equip Maint & Repairs	1,560,725	1,700,000	1,700,000	
62435 General Equip Maint & Repairs		5,509	5,509	

Vehicle Equipment Replacement Fund

Fleet Program

PW34A (Cont.)

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2009-10	FY 2010-11	FY 2011-12	PRIOR YEAR
62440	Office Equip Maint & Repairs		\$ 152	\$ 1,652	\$ 1,500
62450	Build Grounds Maint & Repairs	1,087	2,070	2,070	
62455	Equipment Rentals	8,302	60,000	60,000	
62475	F532 Vehicle Equipment Rental	242,025	242,025	84,665	(157,360)
62485	F535 Comm Equip Rental	10,583	10,583	9,756	(827)
62496	F537 Computer Equip Rental	28,657	28,657	20,702	(7,955)
62700	Memberships & Dues	1,075	276	276	
62755	Training	21,824	28,000	28,000	
62780	Fuel - Oil	1,207,785	1,580,000	1,580,000	
62875	Judgments - Uninsured Losses	36,570	100,000	100,000	
62895	Miscellaneous		100	100	
63010	Depreciation - Infrastructure	69,286	69,286	69,286	
63015	Depreciation - Mach & Equip	134,585	35,148	107,050	71,902
63035	Depreciation - Vehicles	2,316,229	2,094,033	1,911,400	(182,633)
63040	Depreciation - Comps/Software	43,593	43,593	43,593	
63047	Depreciation - Telephones	3,157			
63050	Non-capitalized assets	6,025			
63131.1002	Overhead Recovery	(3,757)			
63310	Inventory Overhead	3,757	3,433	3,433	
		6,214,966	6,452,967	6,285,750	(167,217)
CAPITAL OUTLAY					
15101	Vehicles - Clearing	\$ 1,359,534	\$ 2,127,000	\$ 1,164,000	\$ (963,000)
		1,359,534	2,127,000	1,164,000	(963,000)
CAPITAL IMPROVEMENTS					
15032.16661	Fuel Management System	\$ 206,773			
15042.18410	Rpr/Repl Flare at City Yard	34,232			
15042.19025	Citywide Emerg Generator Replc	29,274			
15042.19616	Installation of New Shear		60,000		(60,000)
15042.18410	Replace/Repair Flare at Cty Yard			90,000	90,000
70010	Automotive Equipment	6,839			
		277,118	60,000	90,000	30,000
PROGRAM TOTAL		\$ 9,527,675	\$10,368,749	\$ 8,891,674	\$ (1,477,075)

Office Equipment Replacement Fund

533ND000

This Fund provides for the orderly replacement and maintenance of office equipment such as furniture, tools, and machines. These activities are coordinated through the Financial Services Department's Budget Division.

BUDGET HIGHLIGHTS

The Capital Outlay-Holding account provides for scheduled replacement of all office equipment that is at the end of its useful life, pending staff review. During the year, funds from this account are released into a designated account to replace assets. The Non-Capitalized Assets account was set up in FY 2003-04 to serve as a yearly office equipment "allowance" for City Departments. A department may use this account to purchase items costing less than \$5,000.

FUND SUMMARY

	EXPENDITURES 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 401,934	\$ 446,707	\$ 368,240	\$ (78,467)
Capital Outlay		136,463	136,463	
Contributions To Other Funds	18,558	306,328	197,955	(108,373)
TOTAL	<u>\$ 420,492</u>	<u>\$ 889,498</u>	<u>\$ 702,658</u>	<u>\$ (186,840)</u>

	EXPENDITURES FY 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62170 Private Contractual Services	\$ 900			
62440 Office Equip Maint & Repairs	5,093	15,000	15,000	
62496 F537 Computer Equip Rental	463			
63015 Depreciation - Machinery & Equip	295,617	275,435	196,968	(78,467)
63040 Depreciation - Com	2,144			
63045 Depreciation - Other	9,707	7,616	7,616	
63047 Depreciation - Telephones				
63050 Non-Capitalized Assets	86,364	148,656	148,656	
63235 Leased Property - Repro Equip	1,646			
	<u>401,934</u>	<u>446,707</u>	<u>368,240</u>	<u>(78,467)</u>
CAPITAL OUTLAY				
70020 Holding - Capital		\$ 136,463	\$ 136,463	
		<u>136,463</u>	<u>136,463</u>	
CONTRIBUTIONS TO OTHER FUNDS				
85101.0001 Contribution to Fund 001	\$ 8,813	\$ 306,328	\$ 197,955	\$ (108,373)
85101.0532 Contribution to Fund 532	9,745			
	<u>18,558</u>	<u>306,328</u>	<u>197,955</u>	<u>(108,373)</u>
PROGRAM TOTAL	<u>\$ 420,492</u>	<u>\$ 889,498</u>	<u>\$ 702,658</u>	<u>\$ (186,840)</u>

Municipal Building Maintenance Fund

This Fund provides for the maintenance of general government buildings. The Public Works Department administers this Fund and Park, Recreation and Community Services handles a portion of funds specifically designated for park facilities projects. Fund 534's funding comes from five percent of the City's sales tax revenues.

FUND SUMMARY

	EXPENDITURES 2009-10	BUDGET 2010-11	BUDGET 2011-12	CHANGE FROM PRIOR YEAR
Staff Years	1.000	1.000	1.000	
Salaries & Benefits	\$ 52,152	\$ 66,579	\$ 68,019	\$ 1,440
Materials, Supplies, Services	1,731,853	1,665,821	2,147,679	481,858
Capital Improvements	2,174,679	2,105,662	1,430,862	1,430,862
Contributions to Other Funds	390,862			
TOTAL	<u>\$ 4,349,546</u>	<u>\$ 3,838,062</u>	<u>\$ 3,646,560</u>	<u>\$ (191,502)</u>

Park Facilities Maintenance Program

534PR21A

Park, Recreation and Community Services receives a set portion of funds from the allocation to Fund 534 to be used towards maintenance of park facilities. Each year, staff evaluates needs and may allocate toward specific projects as designated in the Capital Improvements section. Specific details on each of the identified projects may be found within the Capital Improvement Program (CIP) budget.

	EXPENDITURES FY 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62170 Private Contractual Services	\$ 53,039	\$ 50,000	\$ 50,000	
62450 Build Grounds Maint & Repairs	60,343	75,000	100,000	25,000
62496 F537 Computer Equip Rental	65			
63000 Depreciation - Land Imprvmnts		9,172	9,172	
63005 Depreciation - Buildings		14,511	29,773	15,262
63010 Depreciation - Infrastructure		22,169	57,376	35,207
63015 Depreciation - Mach & Equip		5,384	5,384	
63045 Depreciation - Other Non-Utility		2,632	19,152	16,520
	113,447	178,868	270,857	91,989
CAPITAL IMPROVEMENTS				
15022.20104 Restrm Retrofit - Mt View & Izay			\$ 25,000	\$ 25,000
15032.14329 Belaire Ballfield Entrance	106,815			
15032.14331 Stough Park Restrooms	206,346			
15032.18456 Santa Anita Playlot			25,000	25,000
15032.19055 Mountain View Park Rstrm Reno	11,535		75,000	75,000
15032.17622 Irrigation Repairs/Improvements	145,760	50,000	50,000	
15032.18509 Starlight Bowl Stairs	37,455			
15032.19664 Roller Hockey Improvements	9,159			
15032.19647 Spray Park		225,000		(225,000)
15032.20107 Material Storage Enclosure			25,000	25,000
	517,070	275,000	200,000	(75,000)
PROGRAM TOTAL	\$ 403,868	\$ 453,868	\$ 470,857	\$ 16,989

Municipal Building Maintenance Fund

534PW33A

Public Works' Building Maintenance Division oversees a variety of projects related to the improvement of existing municipal facilities. The Private Contractual Services account is used to fund building core systems maintenance & repair contracts.

	EXPENDITURES FY 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	CHANGE FROM PRIOR YEAR
STAFF YEARS	1.000	1.000	1.000	
SALARIES & BENEFITS				
60001 Salaries & Wages	\$ 35,665	\$ 39,325	\$ 39,325	
60006 Overtime	1,193			
60012 Fringe Benefits	15,294	27,254	28,694	1,440
	52,152	66,579	68,019	1,440
MATERIALS, SUPPLIES, SERVICES				
62000 Utilities	\$ 136,523	\$ 230,000	\$ 230,000	
62170 Private Contractual Services	1,012,287	860,000	1,145,000	285,000
62170.16665 Misc Paint/Repairs Various Bldg	73,443	73,000	73,000	
62170.17420 Pop Up Projects	74,001	107,000	107,000	
62300 Special Departmental Supplies	31			
62496 Fund 537 Computer System	1,328		1,061	1,061
63000 Depreciation - Land	9,698	525	525	
63005 Depreciation - Buildings	175,901	164,179	173,999	9,820
63010 Depreciation - Infrastructure	54,099	36,097	65,285	29,188
63011 Depreciation - Road & Street	1,558	1,558	1,558	
63014 Depreciation - Parks & Street	250	250	250	
63015 Depreciation - Mach & Equip	24,770	10,020	79,144	69,124
63040 Depreciation - Computers	51,885	4,324		(4,324)
63045 Depreciation - Other	2,632			
	1,618,406	1,486,953	1,876,822	389,869
CAPITAL IMPROVEMENTS				
15022.15704 Waterproofing of ASB	\$ 9,831	\$ 75,000		\$ (75,000)
15022.18416 Roof 4 City Buildings	66,370			
15022.18417 HVAC Repair/Replcmnt Various	337,958			
15022.18418 Air Support Building Septic	29,476			
15022.18421 Fire Stn 16 Apparatus Bay Doors	19,053			
15022.18422 Olive Rec. Center Dance Floor	28,076			
15022.18423 HVAC Repair/Replc Police/Fire	58,660			
15022.19019 HVAC Repair/Replc City Fac	647,397			
15022.19023 Refuse Locker Rm Showers	31,089			
15022.19024 Verdugo Bldg Patio Cover & Drain	22,536			
15022.19036 Replace Animal Shelter Flooring	14,714			
15022.19226 NW Library Flag Pole	9,500			
15022.19325 Colony Electrical Panel	11,465			
15022.19614 Fire Station Painting Project		170,000		(170,000)
15022.19615 Fire Station Flooring Project		88,000		(88,000)
15022.19617 Replc Lights at City Hall Rotunda		45,000		(45,000)
15022.19619 Inspect HazMat at City Facilities		145,000	90,000	(55,000)
15022.19626 Roof Repair/Replace at 7 City Fac		250,000		(250,000)
15022.19627 HVAC at Colony/Verdugo/Joslyn		300,000		(300,000)
15022.19644 Nature Center Bridge Repair		40,000		(40,000)
15022.19646 Resurface Parking Lots & Drives		326,800		(326,800)

Municipal Building Maintenance Fund

534PW33A (Cont.)

CAPITAL IMPROVEMENTS (cont.)

15022.20079 Nature Center Windows		\$	75,000	\$	75,000
15022.20080 EOC Generator Installation			350,000		350,000
15022.20081 PD/FD HQ Parking Gate			75,000		75,000
15022.20082 Flooring Replacement Project			60,000		60,000
15022.20083 HVAC Repair at Four Facilities			160,000		160,000
15022.20084 Roof Surveys & Inspections			30,000		30,000
15032.12986 Citywide Seismic Retrofit Design	390,862		390,862		
15032.17475 ASB HVAC Modification	61,006				
15032.17551 City Facilities Roof Repairs	22,762				
15032.17576 Generator Install	24,335				
15042.17576 Generator Install at Corp.	292,850				
15042.19179 Tuttle Center Range Hood	54,299				
	1,657,609	1,830,662	1,230,862		(599,800)

CONTRIBUTIONS TO OTHER FUNDS

85101.0370 Contribution to Fund 370	\$	390,862			
		390,862			

PROGRAM TOTAL

\$	3,719,029	\$ 3,384,194	\$ 3,175,703	\$	(208,491)
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Communication Equipment Replacement Fund

This Fund provides for the maintenance, operation, and replacement of communications equipment, such as telephones, radios, etc. The Fund also provides support for public address and video casting systems. The departments are billed for these services in the Communication Rental (62485) accounts. The Burbank Water & Power Department administers this Fund.

FUND SUMMARY

	EXPENDITURES FY 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	CHANGE FROM PRIOR YEAR
Staff Years	6.000	6.000	6.000	
Salaries & Benefits	\$ 954,037	\$ 917,729	\$ 585,943	\$ (331,787)
Materials, Supplies, Services	1,688,615	2,460,963	2,378,999	(81,964)
Capital Outlay	1,792,323	480,000	615,000	135,000
TOTAL	\$ 4,434,975	\$ 3,858,692	\$ 3,579,942	\$ (278,750)

Communication Equipment Replacement Fund

Telephone System

535PS71A-B

This program provides the maintenance, operation and replacement of the City's telephone system.

		EXPENDITURES FY 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	CHANGE FROM PRIOR YEAR
STAFF YEARS		0.700	0.700	0.700	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 93,544	\$ 120,912	\$ 82,124	\$ (38,788)
60006	Overtime		21,300	20,000	(1,300)
60012	Fringe Benefits	5,978	47,382	37,787	(9,595)
60020	Project Salaries	259,849		(19,530)	(19,530)
60021	Project Salaries Overhead	124,188		(22,460)	(22,460)
60023	Uniform & Tool Allowance	154		1,860	1,860
		483,713	189,594	99,781	(89,813)
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 378,474	\$ 562,500	\$ 333,750	\$ (228,750)
62085	Other Professional Services	4,000			
62170	Private Contractual Services	108,713	35,000	125,500	90,500
62300	Special Departmental Supplies	1,731	5,000	5,000	
62310	Office Supplies	21,156		1,100	1,100
62315	Radio Supplies & Maintenance	173			
62320	Telephone Supplies & Maint	36,645	60,000	50,000	(10,000)
62400	Telephone Supplies Handling	834		12,800	12,800
62405	Uniforms & Tools		1,000		(1,000)
62420	Books & Periodicals		200	200	
62435	General Equipment Maintenance	1,271			
62440	Office Equipment Maint & Repair			500	500
62485	F535 Comm Equip Rental	18,063	18,063	16,410	(1,653)
62496	F537 Computer Equip Rental	2,013	924	976	52
62755	Training	8,172	43,860		(43,860)
63047	Depreciation - Telephone	58,014	358,752	356,940	(1,812)
63131.1000	Overhead Recovery - Fleet	3,492		4,000	4,000
63310	Inventory Overhead	322			
		643,073	1,085,299	907,176	(178,123)
CAPITAL OUTLAY					
15042.18762	City Phone System	\$ 1,758,355			
15141	Telephone System-Clearing		200,000	100,000	(100,000)
		1,758,355	200,000	100,000	(100,000)
PROGRAM TOTAL		\$ 2,885,141	\$ 1,474,893	\$ 1,106,957	\$ (367,936)

Communication Equipment Replacement Fund

Radio System

535PS72A-B/PS73A

This program provides the maintenance, operation and replacement of the City's UHF Radio system.

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2009-10	FY 2010-11	FY 2011-12	PRIOR YEAR
STAFF YEARS		5.300	5.300	5.300	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 621,187	\$ 513,722	\$ 512,537	\$ (1,185)
60006	Overtime	34,849	10,000	15,000	5,000
60012	Fringe Benefits	185,637	204,413	212,420	8,007
60015	Wellness Program	602			
60020	Project Salaries	(259,634)		(119,970)	(119,970)
60021	Project Salaries Overhead	(124,059)		(137,966)	(137,966)
60023	Uniform & Tool Allowance	5,875		4,140	4,140
60031	Payroll Adjustment	5,867			
		470,324	728,135	486,162	(241,974)
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 45,590	\$ 62,500	\$ 41,250	\$ (21,250)
62085	Other Professional Services	2,881		10,000	10,000
62170	Private Contractual Services	95,529	143,000	235,000	92,000
62220	Insurance	3,791	4,261	4,728	467
62225	Custodial Services	106			
62300	Special Departmental Supplies	4,281	20,000	20,000	
62310	Office Supplies	217		1,100	1,100
62315	Radio Supplies & Maintenance	58,226	100,000	100,000	
62320	Telephone Supplies & Maint	50,481			
62330	Radio Batteries	9,699		10,000	10,000
62395	Radio Supplies Handling	5,675		6,500	6,500
62400	Telephone Supplies Handling	12,309			
62405	Uniforms & Tools	124	40,000		(40,000)
62420	Books & Periodicals		300	300	
62430	Auto Equipment Maint & Repairs			100	100
62435	General Equip Maint & Repairs	334	10,000	10,000	
62450	Build Grounds Maint & Repairs		5,000	5,000	
62465	Building Rentals			54,180	54,180
62496	F537 Computer Equip Rental	1,514	3,740	3,915	175
62700	Memberships & Dues	1,090	690	690	
62710	Travel	4,740	6,538		(6,538)
62755	Training	796	4,396		(4,396)
62895	Miscellaneous	(876)	1,100		(1,100)
63046	Depreciation - Radio	746,741	974,139	965,060	(9,079)
63310	Inventory Overhead	2,294		4,000	4,000
		1,045,542	1,375,664	1,471,823	96,159
CAPITAL OUTLAY					
15131	Radio-Clearing	\$ 33,968		\$ 515,000	\$ 515,000
15141	Radio-Clearing		280,000		(280,000)
		33,968	280,000	515,000	235,000
PROGRAM TOTAL		\$ 1,549,834	\$ 2,383,799	\$ 2,472,985	\$ 89,186

Computer Equipment Replacement Fund

537IT01-05A

This Fund supports the maintenance, replacement and upgrade of existing and new computer and network equipment as well as software. These activities are coordinated through the Information Technology Department. OPERATIONS provides for the replacement of personal computers and peripheral equipment, other hardware and software needs. NETWORKING provides for the network infrastructure. ORACLE provides for the financials (including budget and payroll), human resources, and work order/asset management systems.

FUND SUMMARY

	EXPENDITURES 2009-10	BUDGET 2010-11	BUDGET 2011-12	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 2,225,548	\$ 2,497,706	\$ 4,315,297	\$ 1,817,591
Capital Outlay	9,931,307	68,000	161,000	93,000
TOTAL	\$ 12,156,855	\$ 2,565,706	\$ 4,476,297	\$ 1,910,591

Operations

537IT01A

	EXPENDITURES FY 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62240 Services of Other Dept-Direct	\$ 104,015	\$ 105,882	\$ 113,096	\$ 7,214
62440 Office Equip Maint & Repairs	251,691	250,000	350,000	100,000
62496 F537 Computer Equip Rentals		1,591	1,680	89
63040 Depreciation - Comps./Software	504,759	860,752	563,962	(296,790)
63050 Non-Capitalized Assets - PCs	42,038	200,000	200,000	
	902,503	1,418,225	1,228,738	(189,487)
PROGRAM TOTAL	\$ 902,503	\$ 1,418,225	\$ 1,228,738	\$ (189,487)

Computer Equipment Replacement Fund

Networking

537IT02A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2009-10	FY 2010-11	FY 2011-12	PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62170	Private Contractual Services	\$ 20,400			
62440	Office Equip Maint & Repairs	202,156	300,000	300,000	
63040	Depreciation - Comps/Software	268,812		225,981	225,981
63050	Non-capitalized assets	66,192	100,000	100,000	
		557,560	400,000	625,981	225,981
CAPITAL OUTLAY					
15111	Computers & Software-Clearing	\$ 91,007	\$ 8,000		\$ (8,000)
		91,007	8,000		(8,000)
PROGRAM TOTAL		\$ 648,567	\$ 408,000	\$ 625,981	\$ 217,981

Geographic information Systems (GIS)

537IT03A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2009-10	FY 2010-11	FY 2011-12	PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62440	Office Equip Maint & Repairs	\$ 5,630	\$ 30,000	\$ 35,000	\$ 5,000
63040	Depreciation - Comps./Software	780			
		6,410	30,000	35,000	5,000
CAPITAL OUTLAY					
15111	Computers & Software-Clearing	\$ 4,217			
		4,217			
PROGRAM TOTAL		\$ 10,627	\$ 30,000	\$ 35,000	\$ 5,000

Oracle

537IT04A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2009-10	FY 2010-11	FY 2011-12	PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62170	Private Contractual Services	\$ 8,320	\$ 35,000	\$ 144,000	\$ 109,000
62440	Office Equip Maint & Repairs	177,792	350,000	400,000	50,000
62496	F537 Computer Equip Rentals	1,591			
62755	Training	22,749			
63040	Depreciation - Comps./Software	11,732		1,596,437	1,596,437
63050	Non-capitalized Assets	36,792			
		258,976	385,000	2,140,437	1,755,437
CAPITAL OUTLAY					
15111	Computers and Software	\$ 7,357			
15112.15878	Enterprise Permit System	21,556			
15112.16696	ERP Project	8,740,973			
		8,769,886			
PROGRAM TOTAL		\$ 9,028,862	\$ 385,000	\$ 2,140,437	\$ 1,755,437

Computer Equipment Replacement Fund

Document Imaging

537IT05A

	EXPENDITURES FY 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-2	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62440 Office Equip Maint & Repairs	\$ 20,671	\$ 30,000	\$ 25,000	\$ (5,000)
63040 Depreciation - Comps./Software	3,012		251	251
	23,683	30,000	25,251	(4,749)
PROGRAM TOTAL	\$ 23,683	\$ 30,000	\$ 25,251	\$ (4,749)

Computer Equipment Replacement Fund

This section contains items that are budgeted within multiple departmental cost centers contained in this fund.

	EXPENDITURES FY 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
CM02A.62170 Private Contractual Services	\$ 32,928			
PD01A.62316 Software & Hardware	3,800			
CD26A.62440 Office Equip Maint & Repairs	8,730	13,400	15,147	1,747
CD32B.62440 Office Equip Maint & Repairs		8,003	7,639	(364)
CD41A.62440 Office Equip Maint & Repairs	83,914	95,000	102,002	7,002
CM02A.62440 Office Equip Maint & Repairs		29,807	38,079	8,272
FD01A.62440 Office Equip Maint & Repairs	8,810	9,251	9,251	
FD04A.62440 Office Equip Maint & Repairs	9,800	10,290	10,290	
PD01A.62440 Office Equip Maint & Repairs	140,223	35,000	40,000	5,000
PD04A.62440 Office Equip Maint & Repairs	7,375	7,708	7,750	42
PR32A.62440 Office Equip Maint & Repairs	8,012	8,453	8,413	(40)
PW21B.62440 Office Equip Maint & Repairs		17,569	21,319	3,750
FD02A.63050 Non Capitalized Assets	20,104			
PD01A.63050 Non Capitalized Assets	149,706			
FD04A.63050 Non Capitalized Assets	3,014			
	476,416	234,481	259,890	25,409
CAPITAL OUTLAY				
CD31A.15111 Computers & Software-Clearing			\$ 15,000	\$ 15,000
FD01A.15111 Computers & Software-Clearing		10,000		(10,000)
PD01A.15111 Computers & Software-Clearing		35,000	146,000	111,000
PD02A.15111 Computers & Software-Clearing		15,000		(15,000)
CD21A.15112 Enterprise Permit System-15878	213,652			
CD41A.15112 Enterprise Permit System-15878	649,382			
PW21B.15112 Enterprise Permit System-15878	148,414			
PD03A.70021 Software	3,303			
PR44A.70021 Software	51,446			
	1,066,197	60,000	161,000	101,000
PROGRAM TOTAL	\$ 1,542,613	\$ 294,481	\$ 420,890	\$ 126,409

VEHICLE EQUIPMENT REPLACEMENT FUND
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2009-10	STAFF YEARS 2010-11	STAFF YEARS 2011-12	CHANGE FROM PRIOR YEAR
FLEET SUPT	1.000	1.000	1.000	
FLEET SERVICES SUPV	1.000	1.000	1.000	
SR FLEET MAINT. TECH	4.000	4.000	2.000	-2.000
WELDER	1.000	1.000		-1.000
FLEET MAINT. TECH	10.000	9.000		-9.000
TIRE MAINT WKR	1.000	1.000		-1.000
TOTAL FULL TIME	18.000 (18)	17.000 (17)	4.000 (4)	-13.000
Part Time	*	*	*	
SKILLED WORKER	0.500 (1)	0.500 (1)	0.500 (1)	
WELDER			0.797 (1)	0.797
FLEET MAINT. TECH			5.859 (7)	5.859
TIRE MAINT WKR			0.681 (1)	0.681
TOTAL PART TIME	0.500	0.500	7.837	7.337
TOTAL STAFF YEARS	18.500 (19)	17.500 (18)	11.837 (14)	-5.663

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

MUNICIPAL BUILDING REPLACEMENT FUND
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2009-10	STAFF YEARS 2010-11	STAFF YEARS 2011-12	CHANGE FROM PRIOR YEAR
UTILITY WORKER	1.000	1.000	1.000	
TOTAL FULL TIME	1.000	1.000	1.000	
	*	*	*	
TOTAL STAFF YEARS	1.000 (1)	1.000 (1)	1.000 (1)	

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

COMMUNICATIONS EQUIPMENT REPLACEMENT FUND
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2009-10	STAFF YEARS 2010-11	STAFF YEARS 2011-12	CHANGE FROM PRIOR YEAR
MANAGER COMM SYSTEMS	1.000	1.000	1.000	
COMM TECHNICIAN SUPV	1.000	1.000	1.000	
SR COMM TECHNICIAN	1.000	1.000	1.000	
COMM TECHNICIAN	3.000	3.000	3.000	
TOTAL FULL TIME	6.000 (6)	6.000 (6)	6.000 (6)	
	*	*	*	
TOTAL STAFF YEARS	6.000 (6)	6.000 (6)	6.000 (6)	

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

COMMUNICATIONS FUND AUTHORIZED POSITIONS ARE ALSO LISTED WITHIN THE BWP BUDGET.